

# TOWN OF HILLSBOROUGH

## PAYROLL DIRECT DEPOSIT NOTIFICATION!!!!

### Quick Facts About Direct Deposit

- Direct Deposit is the electronic transfer of your paycheck into your checking or savings account.
- Direct Deposit is a smart way to get paid. No waiting in long lines to deposit/cash checks.
- This is why 83% of Town employees take advantage of this *free* service
- Direct Deposit is safe, confidential, convenient and fast. Employees who use Direct Deposit can access their pay in their accounts at opening of business on payday, in some cases (depends where you bank) the day before payday!
- Problems with Direct Deposit are very rare. The chance of having a problem with a check is 20 times greater than with Direct Deposit. And if a problem ever does occur, it is easy to resolve. You usually need only to make a call to Finance department (extension 7402 or 7400) or your financial institution.
- All or part of each payroll check can be deposited directly into one or **more** bank accounts.
- You will continue to receive your detailed Check that shows all compensation and account information.

***Sign up now! Just fill up the form below and attach a voided check for each account. Return signed form to Finance Dept.:***

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### Direct Deposit of Biweekly Payroll Check

1. Bank Name: \_\_\_\_\_ Account #: \_\_\_\_\_  
Bank Routing #: \_\_\_\_\_  Checking  Savings  Other  
Amount of Deposit \$ \_\_\_\_\_ or, \_\_\_\_\_ % of pay or,  Net Pay
2. Bank Name: \_\_\_\_\_ Account #: \_\_\_\_\_  
Bank Routing #: \_\_\_\_\_  Checking  Savings  Other  
Amount of Deposit \$ \_\_\_\_\_ or, \_\_\_\_\_ % of pay or  Net Pay
3. Bank Name: \_\_\_\_\_ Account #: \_\_\_\_\_  
Bank Routing #: \_\_\_\_\_  Checking  Savings  Other  
Amount of Deposit \$ \_\_\_\_\_ or, \_\_\_\_\_ % of pay or,  Net Pay

***I acknowledge that this Direct Deposit authorization will remain in effect until further written notice.***

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_